

COMPLETING THE PLAINTIFF’S CLAIM AND NOTICE TO DEFENDANT (SMALL CLAIMS COURT)

Use this form to file a Small Claims Case. A Small Claims Case is filed in the county court for an amount of \$7,500.00 or less. Small claims cases can be filed in the county where the defendant lives or does business, or in the county where the legal dispute took place.

You cannot file a case against a person who is in the military service of the United States.

No one may file more than two claims in a calendar week or more than ten claims in a calendar year.

An attorney cannot file the case for you, but you can ask an attorney for advice about your case.

For more information about what you can or cannot do in this type of case, see this page: <https://supremecourt.nebraska.gov/self-help/small-claims/filing-small-claims-case-nebraska>

[Click here for more information.](#)

Choose the county using the drop- down list.

Enter your information

Enter the other person’s information.

Enter the amount of money you are asking for.

IF you are asking for property to be returned, enter the dollar amount of what that property is worth.

Mark the box for how you want the other party to be served.

Leave blank.
The court clerk will assign a case number.

Enter when the event took place in the first blank. Use the next lines to tell where it took place and a brief description of what happened.

Enter how many small claims cases you have filed this calendar week and this calendar year.

Sign and date the form.

IN THE COUNTY COURT OF _____ COUNTY, NEBRASKA
Choose the county

Plaintiff Case No. _____

Street Address/P.O. Box Number
City/State/ZIP Code
Telephone E-mail Address

VS.

Defendant
Street Address/P.O. Box Number
City/State/ZIP Code
Telephone E-mail Address

Plaintiff states that defendant(s) owe(s) and should be ordered to pay to me the sum of \$ _____ and costs of this action, or return the property valued at \$ _____ and costs of this action because on _____ at _____

Plaintiff declares that the defendant(s) is (are) not a "person in the military service of the United States" as defined in Sec. 101 of the Soldiers Relief Act, 1940.

I have filed _____ small claims this week, and _____ within the current calendar year.

I elect to have the notice served upon the defendant(s) by: ☐ sheriff ☐ constable ☐ process server ☐ certified mail restricted delivery

DATE: _____

PLAINTIFF'S SIGNATURE: _____

Leave blank.
The court clerk will
assign a case number.

Leave Blank.
The clerk will
complete all
information on
this page.

Case No. _____

NOTICE TO DEFENDANT

This claim has been filed against you.
You must appear before the _____ County Court located at:
_____ on _____ at _____ m. If you do not appear, a
judgment will be entered against you, together with costs of this action. You
should read the information on the back of this claim notice. If you have any
questions about the procedure, you may contact the clerk of the court in person or
by calling: _____.
(phone number)

DATE: _____

BY THE COURT:

Clerk

(Seal)

Leave Blank.
Only the court can date
and sign this page.

**It is very helpful to read everything on page 3 of the
Plaintiff's Claim and Notice to Defendant form.**